



CITY OF CHELSEA, MA
Human Resources Department

City Hall, 500 Broadway, Room 301 · Chelsea, MA 02150
Phone: 617.466.4170 · Fax: 617.466.4175

CITY HALL GREETER

Part Time Temporary (up to 19 hours per week)

Salary: \$15.86 per Hour

Department: DPW

POSITION SUMMARY

Responsible for delivering excellent customer service by providing information to City Hall visitors and Chelsea residents. Assist visitors with way-finding, resolution to minor problems, paying of City charges, etc. Able to multi-task while maintaining professional etiquette. Exhibit a positive attitude by treating everyone with dignity and respect; welcome customers in a friendly manner; determine immediate needs of residents and visitors. Exhibit excellent communication skills; providing information; listening; and giving undivided attention.

QUALIFICATIONS

Education

High School diploma or equivalent with experience in customer service or customer satisfaction.

Experience

One (1) year of full time work of similar responsibility and interaction. Experience and ability to exceed customers' expectations. Bilingual ability in Spanish is significant advantage and is preferred. Residents of Chelsea preferred.

**Please send a City of Chelsea application and resume to Human Resources Department,
City of Chelsea, 500 Broadway, Room 301, Chelsea, MA 02150, or email jobs@chelseama.gov.
Applications will be accepted until position is filled.**

The City of Chelsea is an Equal Opportunity Employer.